Picking is the process that occurs after an order is placed from an online store. It is done using a picking list, for finding the proper quantities of each product from its respective location in the warehouse.

Picker Should Possess:
- Proficient with using tools required for picking
- Working knowledge of computer
- Physically agile and should be able to lift heavy packages
- Excellent organizational skills

Responsibilities of Picker:

👍 Ensuring work areas are kept clean, neat, and, well-organized

👍 Packing incoming stock away, taking inventory and reporting shortages or damage

👍 Keeping records of all shipments

👍 Picking orders as requested by management

👍 Sealing and tagging containers, confirming the accuracy of orders, and signing pick tickets to confirm

👍 Ensuring correct shipping information is attached and moving completed orders to the shipping area

👍 Placing containers on pallets, and securing with stretch wrap, shrink wrap, and strapping

👍 Loading and unloading trucks by using totes, jacks, and forklifts

7 ways to pick:

Single line orders	Single SKU per order, multiple orders
One order at a time	One order multi-line
Cart/Bin	Multiple orders sorted as they are picked
Batch pick & sort	Separate sort function
Zone pick	Items are separated by zones and picked in that zone
Zone pick and combine	Separate zone batches are merged at or before packing
Pick and pass	Order is picked to conveyor or cart and pushed to next zone